Funding Opportunity

Women, Infants and Children Division

California Department of Public Health

Pre-Application Technical Assistance Webinar Call: 6/29/2016*

Letter of Intent Due: 7/6/2016

Application Due Date: 8/8/16

Awards Announced: 8/26/16

*** Pre-Application Technical Assistance Webinar: Call**

Wednesday, June 29, 2016, 1:00 pm to 2:00 pm

Meeting number: Meeting password:

Join by phone: Phone #: Access Code:

Table of Contents

PROGRAM DESCRIPTION

Purpose

The purpose of the Fiscal Year (FY) 2017 California Department of Public Health/Women, Infants, and Children (CDPH/WIC) Mini-grant (MG) application is to identify, implement, and evaluate innovative strategies and methods that will improve the recruitment, retention, and re-engagement of eligible WIC applicants/participants.

These innovative strategies and methods are intended to meet the changing needs of WIC applicants/participants, increase the perceived value of WIC, improve access to WIC, and/or improve the delivery of WIC services.

Summary of Activities

CDPH/WIC will be awarding MGs in three funding objectives. Local Agencies (LAs) may only apply for one mini-grant. LAs may apply individually or as a group.

1. **Child Retention:** The Applicant is expected to identify current and innovative strategies that increase child retention.
2. **Co-location, co-enrollment, streamlining processes for certification:** The Applicant is expected to identify current and innovative strategies that improve the WIC participant experience and result in increased enrollment.
3. **Early prenatal enrollment:** The Applicant is expected to identify current and innovative strategies that increase the percentage of pregnant WIC participants enrolling as early as possible in their pregnancy.

Successful projects will do the following:

1. Demonstrate state and local significance;
2. Produce results with transferable impact to like-agencies;
3. Explain how the project would be implemented and discuss its transferability to other WIC Programs in the state; and,
4. Be evaluated with measurable results.

In general, the grant proposals should do the following: include a clear description of the planned project or intervention and how it would address its funding objective; identify major goals with clearly defined objectives and outcome measures of the project; explain how the project would be implemented and discuss the transferability; and, include plans for an evaluation component.

Availability

CDPH/WIC anticipates awarding up to 10 Mini Grants with a range of $50,000 to $150,000, for each of the three years in this funding opportunity, depending on the number and quality of applications received and requested budget amounts. The table below outlines the funding schedule.

Project Funding Year	WIC Contract Funding Year	Begin Date	End Date
Year 1	Year 2	10/1/16	9/30/17
Year 2	Year 3	10/1/17	9/30/18
Year 3	Year 4	10/1/18	9/30/19

Letter of Intent

While not required, a *Letter of Intent* allows CDPH/WIC to prepare for the potential reviewing workload. To provide CDPH/WIC with a Letter of Intent, complete and return Attachment A (Letter of Intent) to CDPH/WIC.

Eligibility

All currently funded CDPH/WIC LAs are eligible to apply. LAs may only apply for one mini-grant. Agencies may apply individually or in a group. LAs will not be evaluated based on agency size or whether or not they apply as a group.

Cost Sharing

There are no cost-sharing or matching requirements.

Application Contents

For your convience Attachment B (Application Checklist) has the details of the application requirements.

I. GRANT APPLICATION FORMAT AND CONTENT REQUIREMENTS

A. Abstract (1 page)

Provide a summary of your project that includes:(1) a description of how your project meets one of the three funding objectives; (2) a description of your planned intervention that specifies the nature of the intervention, the target audience (e.g., WIC staff, WIC participants, WIC participants meeting specified criteria), and how the intervention will be implemented; (3) goals of the intervention; (4) project evaluation, including its basic research questions and research design, and (5) key personnel.

B. Need Statement (1-2 pages)

Discuss the problem that the proposed project addresses and how the expected results of the project can be used to improve program needs in your area and at either the regional or state level. The Need Statement should describe, using quantitative and qualitative data, the nature and the scope of the specific issues affecting the funding objective. The Applicant should describe the process and/or research used in determining the needs of the project.

C. Program Work Plan Narrative and Goals/Objectives (2-3 pages, excluding Attachment C)

The Applicant should provide a clear and concise narrative that describes the work to be completed for the selected funding objective. This narrative provides the Applicant an opportunity to describe the nature of the activities to be undertaken, how they address program/system gaps and identified issues, and how they will assist in achieving the overall project goals and objectives. Provide specifics about the intervention strategies, expected outcomes, barriers, and how barriers will be addressed for all anticipated years of the grant.

Three Year Work Plan (up to 10 pages)

In Attachment C (Three Year Work Plan) you will find the approved template for your goals and objectives. This is an opportunity to provide the reader with an understanding that you clearly have thought through the project design.

For your reference, Attachment D (Sample Work Plan) includes instructions about each component of the Work Plan Template. Goal statements should be directly supported by related outcome objectives. The objectives and corresponding activities should clearly depict how the Applicant will achieve its intended outcomes are also required. For each of the goals, list and discuss the associated objective(s). Objective(s) should be specific, measurable, attainable, realistic, and timely, or as commonly known as, SMART objectives. For example, a SMART objective could be: by June 1, 2016 increase participation of children ages 1-4 by 25%; by May, 2018 reduce no-show rates of child recertification appointments by 30%; and, by January 1, 2018 increase the number of pregnant women enrolling prior to their third trimester by 10%. For more information on developing SMART objectives see the Centers for Disease Control and Prevention website. The goals and objectives should be designed to identify and monitor progress in the development and implementation of the project, as well as measure program outcomes.

D. Program Evaluation (no more than 3 pages, excluding Attachment E)

All applicants are required to submit Attachment E (Three Year Program Evaluation Plan). For your reference refer to Attachment F (Sample Program Evaluation Plan).

CDPH/WIC does not expect applicants to conduct a rigorous impact evaluation (establishing cause and effect) with the funding available. A process or implementation evaluation is expected, where data is collected to describe the activities associated with the innovative strategy. Additionally, given that the funding is available for three years, at least one outcome measure (the extent to which an intervention met its stated goal) is also expected to be developed and tracked. For example, an outcome measure may be the percent increase in the number of infants recertified at one year. CDPH/WIC will also accept applications that include a robust outcome or impact evaluation; these types of applications will require a more rigorous research design and inclusion of a sampling and analysis plan.

1. **Research Questions, Monitoring & Evaluation Questions, Measures and Data Sources**: Using Attachment E (Three Year Program Evaluation Plan), for each objective identified in the Work Plan, list the research questions that will be answered, the indicator or measure used to answer each question, and the source of data.
2. **Methods (no more than 3 pages)**: Discuss the methods that will be used to answer the evaluation questions, including:
   - Identify and define your baseline participation.
   - Identify and define the number of participants and/or staff you expect to receive the intervention. If appropriate, describe your sampling plan.
   - Data collection methods (how, by whom, how often, when).
   - Data analysis methods/plan (how and by whom)
   - Include a discussion of the strengths and weaknesses of your methods.

E. Transferability (1 page)

Discuss how your project and the results might inform other WIC LAs and the feasibility (both financial and administrative) of implementing it in other agencies. Discuss plans for preparing and disseminating a final report, resources and materials developed as a result of the project, including how and with whom the report and materials will be shared (e.g., California WIC Association, articles, conferences, universities, and journals).

F. Organizational Capability and Project Management (2–3 pages)

Applicants are responsible for identifying the individuals in their applications who qualify as key personnel. Key personnel will include individuals receiving funding through the MG, individuals who are making an in-kind contribution, and contractors/sub-contractors. Key personnel generally are identified as those individuals who:

- Have a direct bearing on the outcome of the project by their participation.

- Bear a substantive responsibility for developing, modifying, and achieving the objectives of the project.
- Are responsible for managing, administering, conducting or providing oversight for a significant component of the project.

Please provide the following information for **all** identified key personnel:

- Indicate the individual's current position and what their title will be on the proposed project.
- Describe the individual's specific role and duties on the project, including background or prior experience that makes this staff selection appropriate. Where possible, make reference to the project design/ implementation or project evaluation narrative (i.e., Jane Doe will be responsible for developing the training curriculum described on page 10 of the application).

G. Budget Narrative and Budget Plan: (Approximately 3-4 pages, excludes Budget Plan)

The application must include a combined multi-year Budget Narrative with a detailed justification and a complete Budget Plan by line item for each year of the grant. The Budget Narrative must demonstrate a clear and strong connection between the stated objectives and project activities. The justification should describe the cost estimated per proposed project, activity, or product, and define the amount of work with associated costs.

The budget request should support and align with the proposed work plan. The Budget Narrative should also clearly show how the total amount requested for all categories was determined. Sufficient detail should be provided so that the reviewer is able to determine the adequacy and appropriateness of budgeted line items related to the proposed activities. From the detailed Budget Narrative, the reviewer should be able to assess how the budget relates directly to the goals and objectives in the proposed work plan.

The Budget Narrative and Budget Plan must align with the CDPH/WIC subvention contract and comply with allowable costs, budget guidelines, and contract requirements as detailed in the contract. The Budget Plan (attached separately) is in spreadsheet format with line items matching the contract budget. There are items that are not allowed in this funding opportunity and their fields have been blocked in the Excell spreadsheet. The fringe and indirect rates must match the rates approved in the agency's current contract amendment. For information on allowable costs, read the WIC Allowable Costs Table. For budget guidelines and definitions of line item categories Attachment G (Budget Plan Instructions).

II. APPLICATION REVIEW INFORMATION

Evaluation Factors and Criteria

The following selection criteria will be used to evaluate applications.

A. Abstract (5 points)

To the extent that the abstract contains all components required that clearly reflect an overview of the proposed project.

B. Need Statement (20 points)

To the extent that the significance of the problem is addressed and demonstrated and specific gaps or weaknesses in local and/or regional services have been identified and will be addressed through the proposed project.

C. Program Work Plan Narrative *and* Goals and Objectives (20 points)

To the extent that the project goals, objectives, rationale, measurements of accomplishment, activities, person/agency responsible and timeline are clearly identified and appropriate.

D. Project Evaluation (15 points)

To the extent to which the project evaluation component (including research questions and monitoring and evaluation questions) is feasible and consistent with this project's goals and objectives.

Quality of the Applicant's proposed data collection and data analysis methods/plans.

Potential problems and weaknesses with the research/project design are acknowledged and discussed.

E. Transferability (10 points)

To the extent that there is feasibility of incorporating project purposes, activities, or results into the ongoing program of the agency at the end of the funding.

To the extent that there is transferability of the project and its results for adaptation and implementation by other Local Agencies.

F. Organizational Capability and Project Management (15 points)

To the extent that the Applicant has qualified key personnel with the necessary education, skills, and experience for their proposed roles on the project. Supporting documentation (e.g., resume/curriculum vitae, position descriptions for vacant positions) is included for all key personnel.

To the extent that the Applicant has swift and timely start-up, including hiring and reassigning staff and having resources to begin the project without delay.

To the extent that their time commitment, duties, staffing mix, and concurrent staff responsibilities within and outside the grant (i.e. staff responsibilities with other projects, job positions, consultant work, etc.), contingency plans, and a clearly defined chain of command of key personnel are reasonable and appropriate to successfully complete the grant. Supporting documentation (i.e., letters of commitment from supervisors) should be included for all key personnel.

G. Budget Narrative and Budget Plan (15 points)

To the extent that the Budget Narrative explains the Budget Plan. The Budget Narrative must be realistic in respect to the work plan. The extent that all required budget items are included and are accurate.

III. PROGRESS REPORTING

The Recipient will be responsible for managing and monitoring the progress of the grant project activities and performance. The LA is required to submit performance/progress reports as directed in this guidance. Any additional reporting requirements will be identified in the award terms and conditions.

Full Grant Performance Period, Reporting, & Meeting Attendance

Performance Periods

Project Funding Year	Begin Date	End Date	Performance Period 1	Performance Period 2
Year 1	**10/1/16**	**9/30/17**	10/1/16 - 3/31/17	4/1/17 - 9/30/17
Year 2	**10/1/17**	**9/30/18**	10/1/17 – 3/31/18	4/1/18 – 9/30/18
Year 3	**10/1/18**	**9/30/19**	10/1/18 – 3/31/19	4/1/19 – 9/30/19

The period of performance for the grants shall be as stated in the above chart. Each semi-annual report is due to CDPH/WIC 60 days after the performance period ends.

Reporting Requirements

Semiannual Progress Reports: The first report should reflect progress up to the end of the first reporting period, March 31, 2017. At a minimum, all Semiannual Progress Reports should include two items: 1) narrative description 2) progress made on the Project Work Plan. See Attachment H (Sample Semiannual Report). Please include:

- Narrative description of the project’s progress, tasks completed, and roadblocks or problems.

- Identification of tasks or activities initiated, or completed, from proposed timeline with a description and rational for deviations.
- For each major task, a description of activities performed or completed during the quarter.
- Identification and description of any major problems or delays encountered, with a discussion of how they will be resolved and/or how they may impact the schedule, outcome measures, budget, or the Recipients ability to utilize funds within the specified time period.
- A description of key tasks and activities planned for the upcoming quarter.
- Reporting of process and outcome measures identified in the Program Evaluation Plan, as available.

Final Project Report: This report shall contain a project summary including, but not limited to, a full description of implementation, results of process and outcome measures, lessons learned, future *implications* within the applicant agency, and information on project transferability. The final report should be accompanied by copies of materials developed by and used in the project (e.g., notices, brochures, instructions, lesson plans, software, press releases, and data collection instruments). This will be due 90 days after the project has ended.

Semiannual and final reporting details will be forwarded after the grants have been awarded.

Attendance at Meetings

Recipients awarded funding will interact with other Recipients and CDPH/WIC staff on a regular basis to share project information. To that end, CDPH/WIC will host two annual WIC MG Meetings, at the end of Years 2 and 3 in Sacramento. The Recipient shall send up to two representatives (include in your budget if necessary). In addition, there will be webinars and conference calls throughout the funding period.

ATTACHMENT A

Letter of Intent

Purpose:

This is a non-binding Letter of Intent to assist the California Department of Public Health/Women, Infants and Children Division in determining the staffing need for the selection process.

Information Requested:

CDPH/WIC is interested in knowing if your local agency intends to apply for the Innovative Programs funding. Completion of this form is voluntary.

Action:

Indicate the organization’s intent to submit an application by checking the box below.

___ The organization I represent plans to apply for the CDPH/WIC Innovative Program Funding.

Print your name: ____

Please email this one-page document to Chris Stanton.

Deadline: July 6, 2016.

ATTACHMENT B

APPLICATION CHECKLIST

PROPOSAL REQUIREMENTS

_____ Font size no smaller than 12 point, New Times Roman

_____ 8 ½" X 11" paper

_____ Single-spaced

_____ Cover Letter

_____ Title Page

_____ Table of Contents

_____ Abstract

_____ Need Statement

_____ Work Plan Narrative

_____ Three Year Workplan (Attachment C); the font size in the goals and objectives table may be 10 point, Times New Roman.

_____ Program Evaluation Plan (Attachment E); the font size in the goals and objectives table may be 10 point, Times New Roman.

_____ Program Evaluation Methods

_____ Transferability

_____ Organizational Capacity and Project Management

_____ Budget Narrative

_____ Budget Plan

_____ By email, send your completed application to Chris Stanton by 8/8/16, midnight. Please do not send hard copies.

ATTACHMENT C

THREE YEAR WORKPLAN

Local Agency Name ____

Goal I:		
Objective 1:		
***Rationale* for Objective 1:**		
Measures of Accomplishment for Objective 1:		
***Activities* in support of Objective 1**:	**Person/agency responsible for *Accomplishing Activities*.**	**Activity *Timeline***

ATTACHMENT D

SAMPLE WORK PLAN

Local Agency Name <u>XYZ Local Agency</u>

While the goal is overarching, the objective is SMART.

A project may have one goal or multiple goals. Each goal will have at least one objective.

The rationale for the objective helps the reader understand why the objective was selected.

Measures of Accomplishment provides evidence that the objective has been implemented.

Activities, responsible parties, and a timeline provides direction (in essence, process measures).

<table>
<tr><td colspan="3">Goal I: To increase the number of infants certified at one year.</td></tr>
<tr><td colspan="3">Objective 1.1: By October 1, 2019, the number of infants certified at one year will increase by 5 percent over baseline (October 2015 – September 2016).</td></tr>
<tr><td colspan="3">Rationale for Objective 1.1: Over the years data have shown that we lose significant numbers of infants at one year of age. If we were to help participants stay in the program past one year we think we would be able to have more of our participants age-out of the progam. Current data is inconclusive as to why participants do not recertify at one year. In order to learn more about this, we would like to look into why this is occurring for our program, then develop and implement an education program for families that would address the barriers to recertification at one year of age.</td></tr>
<tr><td colspan="3">Measures of Accomplishment for Objective 1.1:
a. Focus groups and key informant interviews are conducted
b. A report is developed that analyzes the focus group and interview results
c. New education curriculum is developed that is responsive to data found during focus groups/interviews.</td></tr>
<tr><td>Activities in support of Objective 1.1:

a. Conduct focus groups to determine reasons why families leave a program before one-year
b. Analyze focus group results
c. Develop a curriculum
d. Deliver the class</td><td>Person/agency responsible for Accomplishing Activities.
a. Mary at XYZ subcontract

b. Sue at XYZ Local Agency
c. Alicia at XYZ Local Agency</td><td>Activity Timeline

a. 1/1/17-6/30/17

b. 7/1/17-9/30/17
c. 10/1/17-9/30/19 (ongoing)</td></tr>
<tr><td colspan="3">Objective 1.2: By 1/1/2018, develop and distribute three educational materials to support (birthday card, flyer, brochure) for the newly developed class.</td></tr>
<tr><td colspan="3">Rationale for Objective 1.2: Studies show that a public health effort must be addressed on a number of different levels. The development of a curriculum is not enough. By developing new materials that support the curriculum the program can message participants across different modalities, thus reinforcing messages.</td></tr>
<tr><td colspan="3">Measures of Accomplishment for Objective 1.2:
a. One key message is created for the three educational materials
b. Three approved and printed pieces are developed</td></tr>
<tr><td>Activities in support of Objective 1.2:

a. Finalize key educational messages
b. Develop three pieces of material
c. Focus group test three materials
d. Distribute the materials to class participants</td><td>Person/agency responsible for Accomplishing Activities.
a. Sue at XYZ Local Agency
b. Alicia at XYZ Local Agency
c. Alicia at XYZ Local Agency
d. Class facilitator at Local Agency</td><td>Activity Timeline

a. 10/1/17- 12/31/17
b. 1/1/18-6/30/18
c. 7/1/18-9/30/18
d. 10/1/18 – 9/30/19</td></tr>
</table>

ATTACHMENT E

THREE YEAR PROGRAM EVALUATION PLAN

Research Questions	**Measure(s)**	**Data Source(s)**
Goal 1:		
Objective 1.1:		
Monitoring and Evaluation Question(s)	**Measure(s)**	**Data Source(s)**

ATTACHMENT F

SAMPLE PROGRAM EVALUATION PLAN

Research Questions	Measure(s)	Data Source(s)
Goal 1: To increase the number of infants certified at one year		
Objective 1.1: By October 1, 2019, the number of infants certified at one year will increase by 5 percent over baseline (October 2015 – September 2016).		
What are the reasons a large percentage of today's participants do not recertify their infants at one year?	Number and percent of participants providing each reason	• Responses from key informant interviews • Responses from focus group surveys
Do the reasons for not recertifying infants differ by age of the respondent?	Percent of respondents for each age giving each reason	• Responses from key informant interviews • Responses from focus group surveys • WIC MIS
Do the reasons for not recertifying infants differ by race/ethnicity of the respondent?	Percent of respondents for each race/ethnicity giving each reason	• Responses from key informant interviews • Responses from focus group surveys • WIC MIS
Did the education program developed increase the percentage of infants recertified at one year?	Number and percent of infants enrolled before 3 months of age that were recertified at 12 months for the baseline year compared to the number and percent recertified during the last year of the intervention.	• WIC MIS
Monitoring and Evaluation Question(s)	**Measure(s)**	**Data Source(s)**
How many focus groups were held?	Number of focus groups held	• Excel spreadsheet
How many participants attended each focus group?	Listing of each focus group and number in attendance	• Excel spreadsheet
What was the average attendance at each focus group?	Total number of participants attending a focus group divided by the total number of focus groups held	• Excel spreadsheet
How many different staff facilitated a focus group?	Number of staff facilitating a focus group	• Excel spreadsheet
How many key informant interviews were conducted?	Number of key informant interviews conducted	• Excel spreadsheet
How many staff hours did it take to develop the curriculum?	Sum of staff hours spent developing the curriculum	• Time sheets
How long did it take to complete the curriculum?	Number of months staff worked on curriculum development	• Time sheets
How many classes based on the new curriculum were held?	Number of classes held	• WIC MIS
How many participants attended a class with the new curriculum?	Number of participants attending each class	• WIC MIS

Research Questions	Measure(s)	Data Source(s)
Goal 1: To increase the number of infants certified at one year		
Objective 1.2: By January 1, 2018, develop and distribute three pieces of educational materials to support (birthday card, flyer, brochure) the newly developed class.		
Did the receipt of educational materials increase the percentage of infants recertified at one year?	Comparison of the number and percent of infants that were recertified at 12 months: • All participants for the baseline year • For participants attending the newly developed classes before distribution of educational materials • For participants attending the newly developed class and also receiving educational materials.	• WIC MIS • Excel spreadsheet
Monitoring and Evaluation Question(s)	**Measure(s)**	**Data Source(s)**
How many participants attended the focus group where the educational materials were tested?	Number of staff facilitating a focus group	• Excel spreadsheet
How many staff hours did it take to develop the educational materials?	Sum of staff hours spent developing the educational materials	• Time sheets
How many birthday cards were distributed?	Number of birthday cards distributed	• Excel spreadsheet
How many flyers were distributed?	Number of flyers distributed	• Excel spreadsheet
How many brochures were distributed?	Number of brochures distributed	• Excel spreadsheet

ATTACHMENT G

BUDGET PLAN INSTRUCTIONS

Introduction

The purpose of the Budget Plan is to detail each proposed line item expense that supports the mini grant activities for each of the three (3) budget years (October 1, 2016 – September 30, 2019).

The Budget Plan must align with the combined multi-year Budget Narrative and justification. Unless specified, the multi-year budget should be developed based on the level of funding for each budget period.

The proposed Budget Plan must support the proposed work plan. The reviewer should be able to match how the budget relates directly to the Narrative and to the goals and objectives in the proposed work plan.

General Instructions

The Budget Plan line items must align with the CDPH/WIC subvention contract and comply with allowable costs, budget guidelines, and contract requirements as detailed in the contract.

Cells highlighted in orange are locked, automatically populated and cannot be changed. Cells in grey are blank and shall not be completed as these columns are for CDPH/WIC Division use only. Using formulas in the Budget Plan will create errors in the spreadsheet. All information entered into the worksheets must be hard-keyed.

Complete the Budget Plan as instructed below.

Personnel

The Personnel Listing identifies additional allocation of Contractor's employee's time to support and align with the proposed mini grant work plan.

List each position title and enter the corresponding amount budgeted for each under the appropriate budget years (Year 2, Year 3, and Year 4.) This amount shall include current base salaries, bilingual pay, longevity, retention, differential and COLA for all additional FTEs in the row. Do not include Fringe Benefits or overtime in this amount.

Fringe Benefits

Enter the fringe benefit percentage for each year that matches your agency's current contract amendment. The budget column is formula driven and cannot be edited.

Operating Expenses

The Operating Expenses section is used to list planned expenses to support mini grant activities.

Enter the budgeted amount for each expense for each year. Leave cell blank if no cost.

Please see the guidance below from the CDPH/WIC Division. This information is guidance only, and each local agency may budget differently based on their established accounting practices, direct and indirect costs, etc. Also, please reference Allowable Costs.

- **Minor Equipment** – equipment with a unit cost of less than $5,000 such as furniture, IT equipment, Pronto devices and test strips, measuring boards, scales
- **General Office Expenses** – Telephone services bill, IT maintenance, printing, postage, subscriptions, dues, memberships, cell phone, personnel recruitment expenses, hiring costs, insurance, supply items (paper and pens), vehicle fuel
- **Training** – Costs associated with training such as training and conference registration fees, trainer fees
- **Travel** – costs associated with travel such as per diem, personal vehicle use mileage, lodging, flights; costs associated with travel between clinic sites such as fuel
- **Outreach** – costs associated with outreach items (see allowable costs), event expenses and materials for the event such as a display board.
- **Media/Promotion** – costs associated with promoting the WIC Program to the public such as advertising in magazines, newspapers, radio, television, exhibits, etc.
- **Program Materials** – costs associated with administrative, program, nutrition education, breastfeeding, and outreach materials. Examples include breastfeeding aids (see Allowable Costs), approved education materials (posters, pamphlets, etc.), food demonstration items

Subcontracts

The Subcontract section is used to list subcontracts. The Budget Narrative must demonstrate a clear and strong connection between the proposed subcontractor services and stated mini grant objectives.

Enter the Subcontractor’s name (company or individual) and a short list of services provided. If the subcontractor has not been selected, enter “TBD” and list of services to be provided.

Enter the budgeted amount of each Subcontract for each year.

If the mini grant is awarded, then the Contractor will submit a Request for Authorization to Subcontract for approval as part of the amendment package. Please be advised that the subcontract may not be implemented until the Contract Amendment has been fully executed and the subcontract has been approved.

Indirect Costs

Enter the indirect percentage for each year that matches your agency's current contract amendment. The budget column is formula driven and cannot be edited.

ATTACHMENT H

SAMPLE SEMIANNUAL REPORT

<table>
<tr><td colspan="3">Goal I: To increase the number of infants certified at one year.</td></tr>
<tr><td colspan="3">Objective 1.1: By October 1, 2019, the number of infants certified at one year will increase by 5 percent over baseline (October 2015 – September 2016).</td></tr>
<tr><td colspan="3">Rationale for Objective 1.1: Over the years data have shown significant numbers of infants lost at 1 year of age. If we were to help participants stay in the program past 1 year we think we would be able to have more of our participants age-out of the program. Current data is inconclusive as to why participants do not recertify at 1 year. To learn more about this, we would like to look into why this is occurring for our program, then develop and implement an education program for families that would address the barriers to recertification at one year of age.</td></tr>
<tr><td colspan="3">Measures of Accomplishment for Objective 1.1:
a. Focus groups and key informant interviews are conducted
b. A report is developed that analyzes the focus group and interview results
c. New education curriculum is developed that is responsive to data found during focus groups/interviews.</td></tr>
<tr><td>Activities in support of Objective 1.1:
a. Conduct focus groups to determine reasons why families leave a program before one-year
b. Analyze focus group results
c. Develop a curriculum
d. Deliver the class</td><td>Person/agency responsible for Accomplishing Activities.
a. Mary at XYZ subcontract
b. Sue at XYZ Local Agency
c. Alicia at XYZ Local Agency</td><td>Activity Timeline

a. 1/1/17-6/30/17
b. 7/1/17-9/30/17
c. 10/1/17-9/30/19 (ongoing)</td></tr>
<tr><td colspan="3">Progress: In this section, the LA will write progress to date within each reporting period.</td></tr>
<tr><td colspan="3">Challenges/Barriers/Lessons Learned: In this section, the LA will discuss challenges/barriers, how they have or have not been addressed. It is also helpful to share lessons learned.</td></tr>
<tr><td colspan="3">Objective 1.2: By 1/1/2018, develop and distribute three educational materials to support (birthday card, flyer, brochure) for the newly developed class.</td></tr>
<tr><td colspan="3">Rationale for Objective 1.2: Studies show that a public health effort must be addressed on a number of different levels. The development of a curriculum is not enough. By developing new materials that support the curriculum the program can message participants across different modalities, thus reinforcing messages.</td></tr>
<tr><td colspan="3">Measures of Accomplishment for Objective 1.2:
a. One key message is created for the three educational materials
b. Three approved and printed pieces are developed</td></tr>
<tr><td>Activities in support of Objective 1.2:

e. Finalize key educational messages
f. Develop three pieces of material
g. Focus group test three materials
h. Distribute the materials to class participants</td><td>Person/agency responsible for Accomplishing Activities.
e. Sue at XYZ Local Agency
f. Alicia at XYZ Local Agency
g. Alicia at XYZ Local Agency
h. Class facilitators at Local Agency</td><td>Activity Timeline

a. 10/1/17- 12/31/17
b. 1/1/18-6/30/18
c. 7/1/18-9/30/18
d. 10/1/18 – 9/30/19</td></tr>
<tr><td colspan="3">Progress: In this section, the LA will write progress to date within each reporting period.</td></tr>
<tr><td colspan="3">Challenges/Barriers/Lessons Learned: In this section, the LA will discuss challenges/barriers, how they have or have not been addressed. It is also helpful to share lessons learned.</td></tr>
</table>